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ABSTRACT

This manual is a "how to" training device for building database files using the AppleWorks program with an Apple IIe or Apple IIGS Computer with Duodisk or two disk drives and an 80-column card. The manual provides step-by-step directions, and includes 25 figures depicting the computer screen at the various stages of the database file building sequence. (EW)

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BUILDING PARTS INVENTORY FILES

USING THE APPLEWORKS DATA BASE SUBPROGRAM AND APPLE IIe OR GS COMPUTERS

ED299968

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INTRODUCTION

"Building Parts Inventory Files Using The AppleWorks...Computers" was developed for use as a "how to" training device. It can be used with either Apple IIe or IIGS computers which have a Duodisk or two disk drives and an 80 column card installed. Its development was accomplished using an Apple Duodisk drive, 5 1/4" floppy disks, and the 1.3 Version of the AppleWorks program. Generally, other versions of the AppleWorks program as well as the smaller disk drives, presently available on the market, may be used in conjunction with the document. If the document is to be used as it was intended at the time of its development, users must have the following items available to them:

1. Apple II series computer.

2. A Duodisk drive or two disk drives.

3. AppleWorks startup and AppleWorks program disks. These items may be located on opposite sides of the same computer disk.

4. One data disk.

The following skills must be mastered by users before the document can be used as it was intended. Users must be able to:

1. Turn on the Apple computer.

2. Identify the location of slots 1 and 2 of the Duodisk drive or the difference between drives 1 and 2 of some other drive arrangement.

3. Bootup the AppleWorks program.

4. Format blank data disks (blank, unused disks must be formatted before information can be stored on them). This task may be accomplished using the AppleWorks program "Main Menu" option 5 (Other Activities) and option 5 of the "Other Activities" menu.

After building a file like the one described in this document, users should be able to set up data base files like the one described herein. Once a data base file, like the one described here, has been constructed and saved on a data disk users should attempt to modify the file such that it will better fit their individual needs. Additional guidance in this regard may be found in the AppleWorks manual which accompanies the purchase of the program. Manuals are also available from many bookstores.

Mistakes found in this document are mine.

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STEPS DIRECTIONS

01. PROGRAM LOADING. Load the AppleWorks program into the computer. With this task completed, your screen should look like Figure 1 (the "Main Menu" is on the screen). In the upper left corner of the screen, you should find the numeral "2" following the second word "Disk." If this is the case, proceed to step 02. If the numeral is "1," go to step number 05.

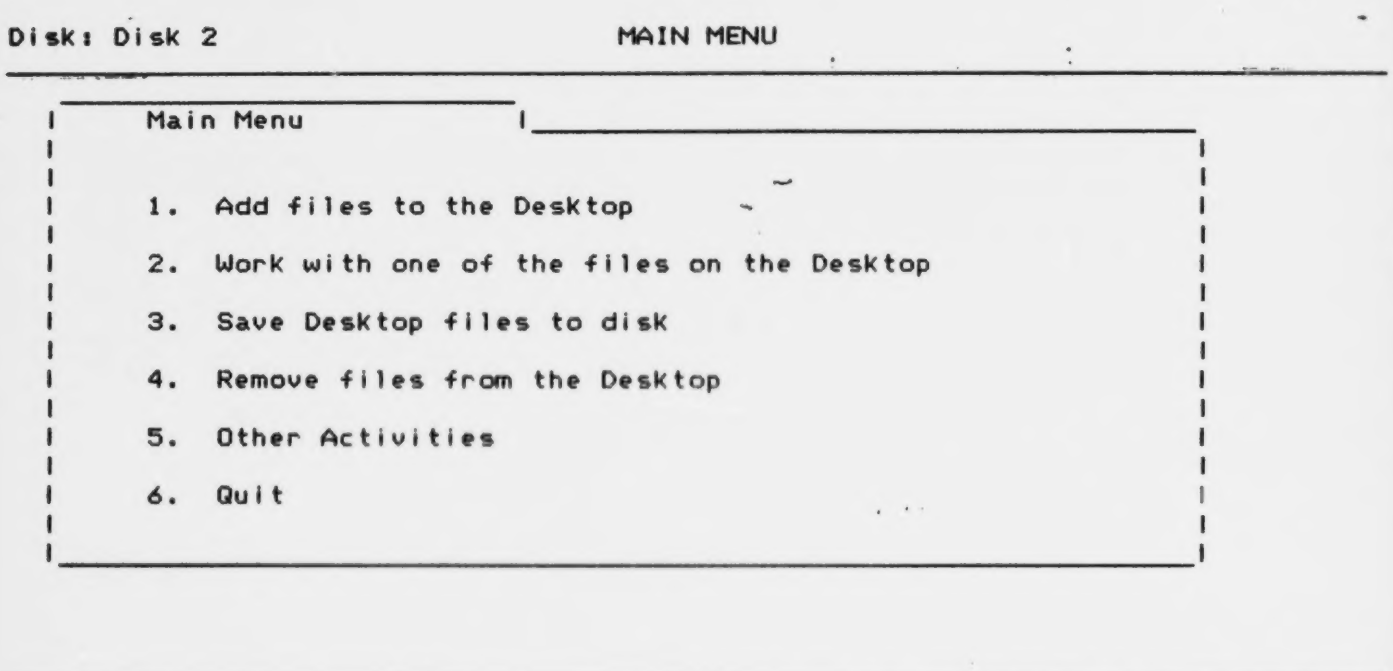
Disk: Disk 2
MAIN MENU
Main Menu
1. Add files to the Desktop
2. Work with one of the files on the Desktop
3. Save Desktop files to disk
4. Remove files from the Desktop
5. Other Activities
6. Quit
Type number, or use arrows, then press Return
⌘-? for Help

Figure 1. The Computer Screen With Disk Drive Two Selected.

02. ADDING FILES TO THE DESKTOP. Select option #1, "Add Files to the Desktop." It is high lighted (usually in green, but the actual color depends on the type of equipment you have) so you should press the RETURN key once. Your screen should look like the picture shown in Figure 2 following this action.

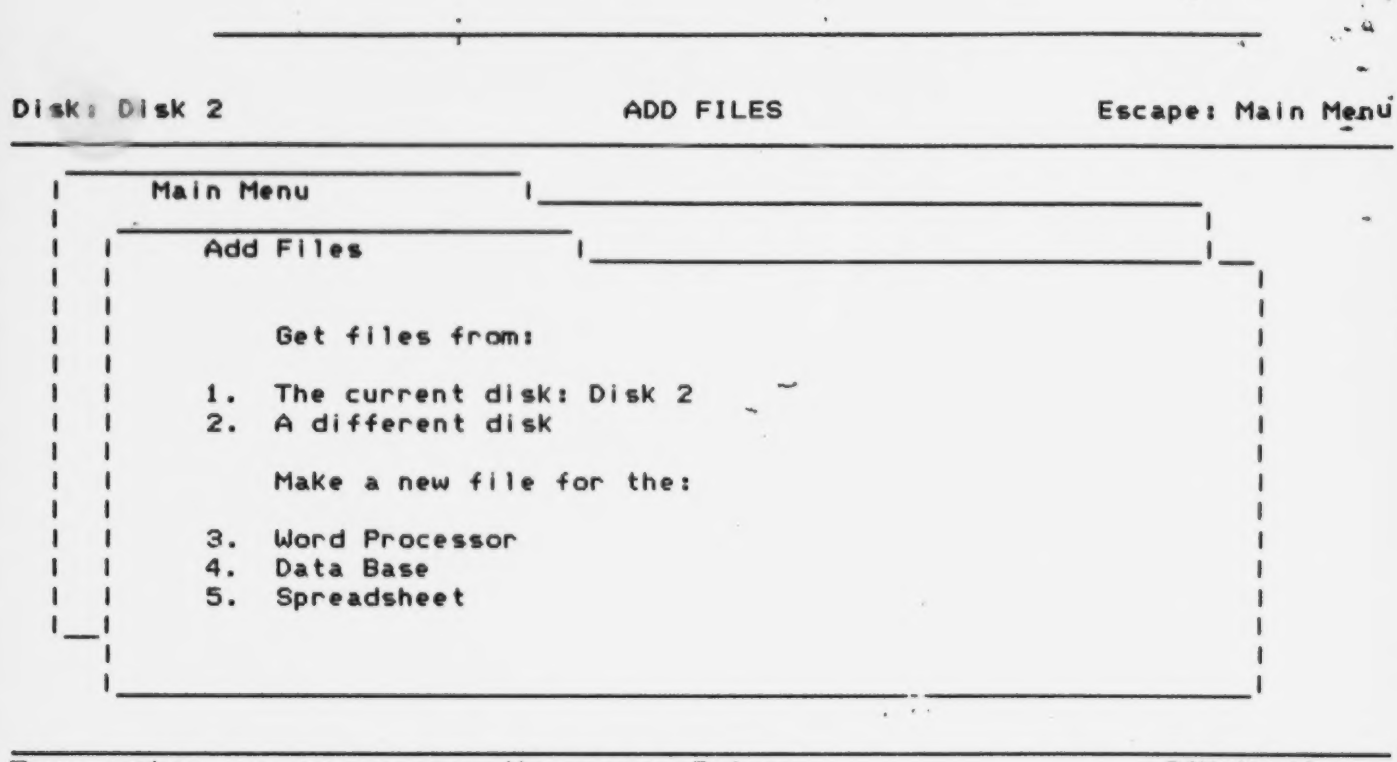

Figure 2. The Screen After Selecting, the "Add Files to the Desktop" Option.

03. SELECTING DATA BASE. Select "Data Base" from the "Add Files" menu as follows:

a. Press the numeral "4" key.

b. Press the RETURN key once. This action should bring you to the "Data Base" menu and the screen will appear as does the picture in Figure 3.

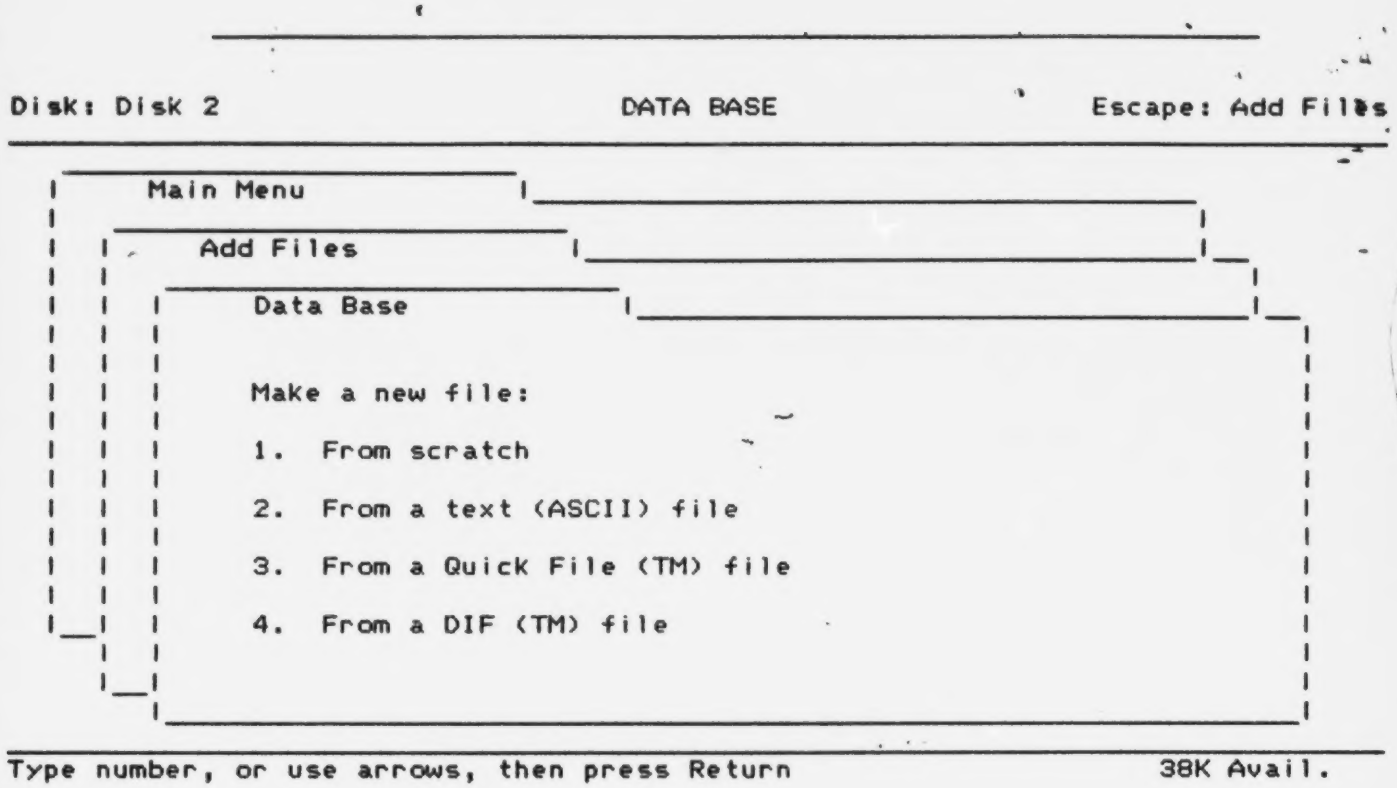

Figure 3. The "Data Base" Menu.

04. If you have successfully reached this point, jump to step 07.

05. SELECTING A DIFFERENT DRIVE. If the screen looks like the picture shown in Figure 4 (note the #1 in the upper left corner of the Figure), select option #2, "A different disk," from the "Main Menu." To do this:

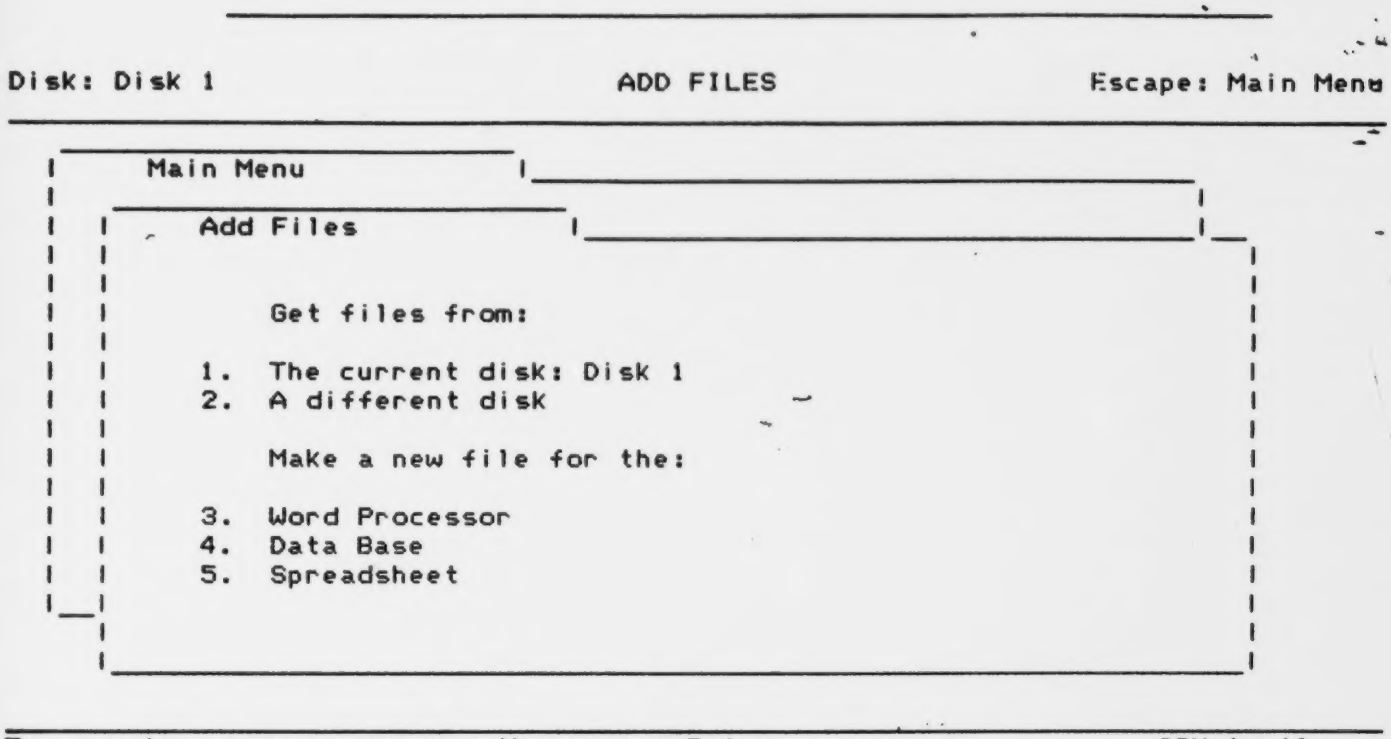

Figure 4. Computer Screen With "Disk: Disk 1" Selected.

a. Press the DOWN-ARROW key once.

b. Press the RETURN key once. Following this action, the screen should shift so that it appears like the picture shown in Figure 5.

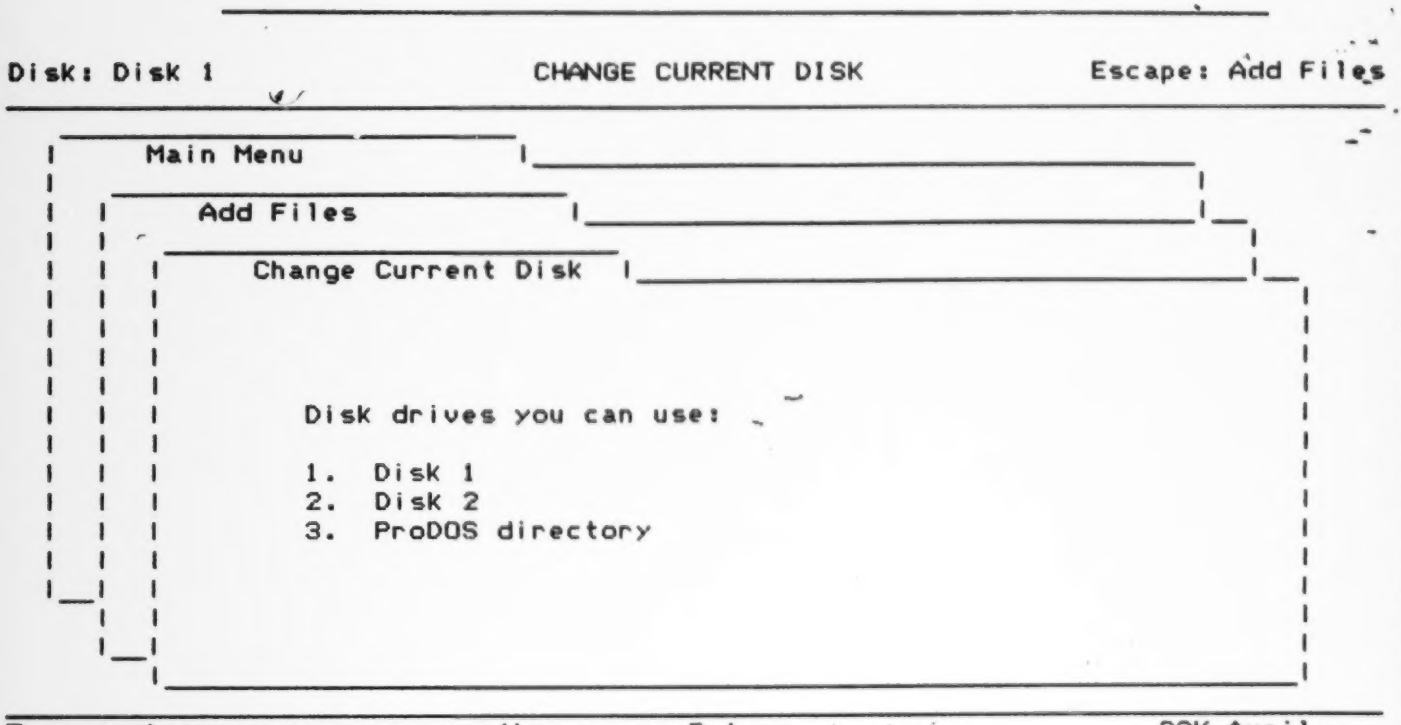

Figure 5. The Screen After Choosing, "A different disk" Option.

c. Select option #2, "Disk 2" by pressing the DOWN-ARROW key once followed by the RETURN key once. The screen should have changed following this action so that it appears as it did in Figure 2.

06. STEP 03. Now, complete step 03 and then jump to step 07.

07. SELECTING FROM SCRATCH. With the screen appearing as it does in Figure 3 select option #1 (it is high lighted),"From scratch." To do this:

a. Press the RETURN key once. The picture you see on the screen will change so that it looks like the one shown in Figure 6 below.

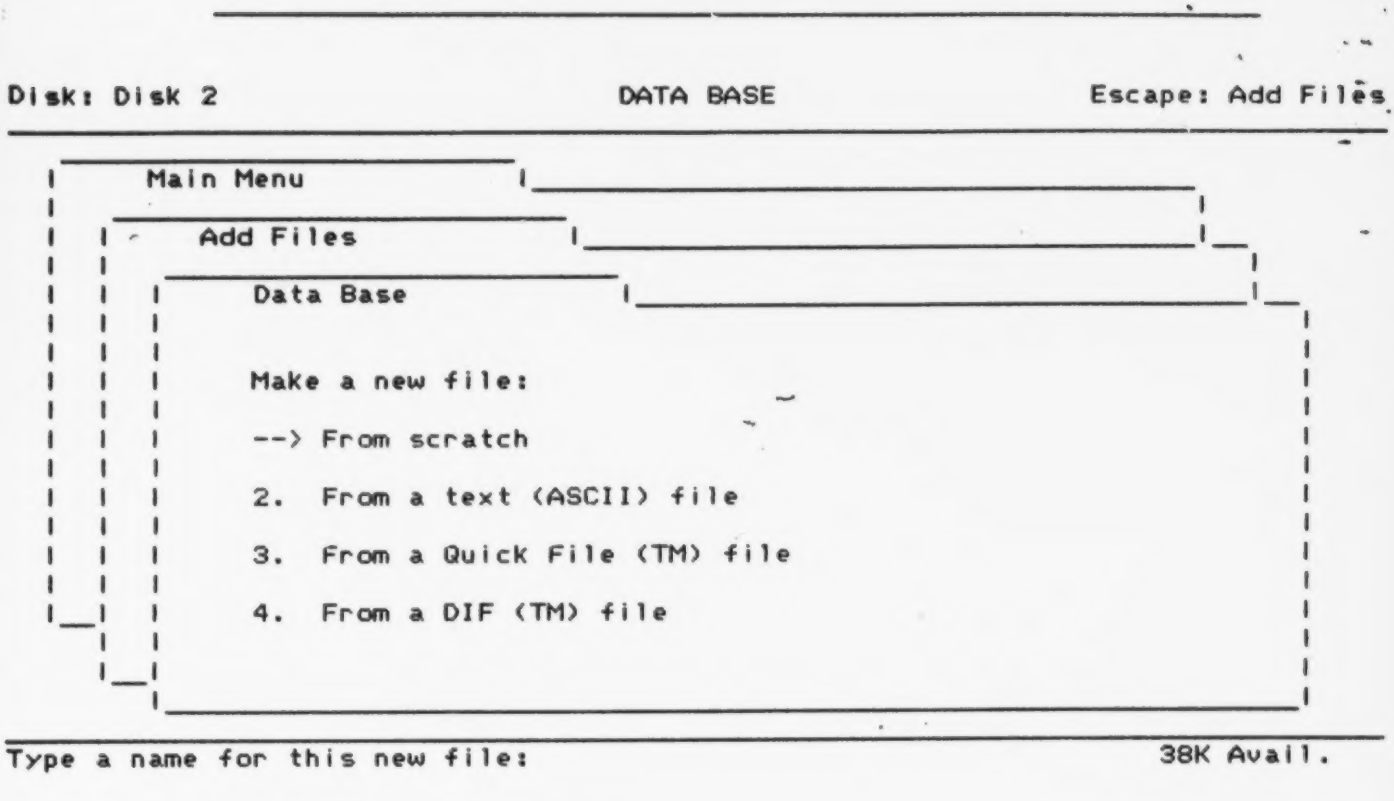

Figure 6. The Screen Showing The "From Scratch" Option Of The "Data Base" Menu Selected.

08. NAMING THE FILE. Directions at the bottom of the screen tell you to name the the new file. To do this:

a. Type "PARTS INVENTORY" The screen will now be identical to the picture shown in Figure 7.

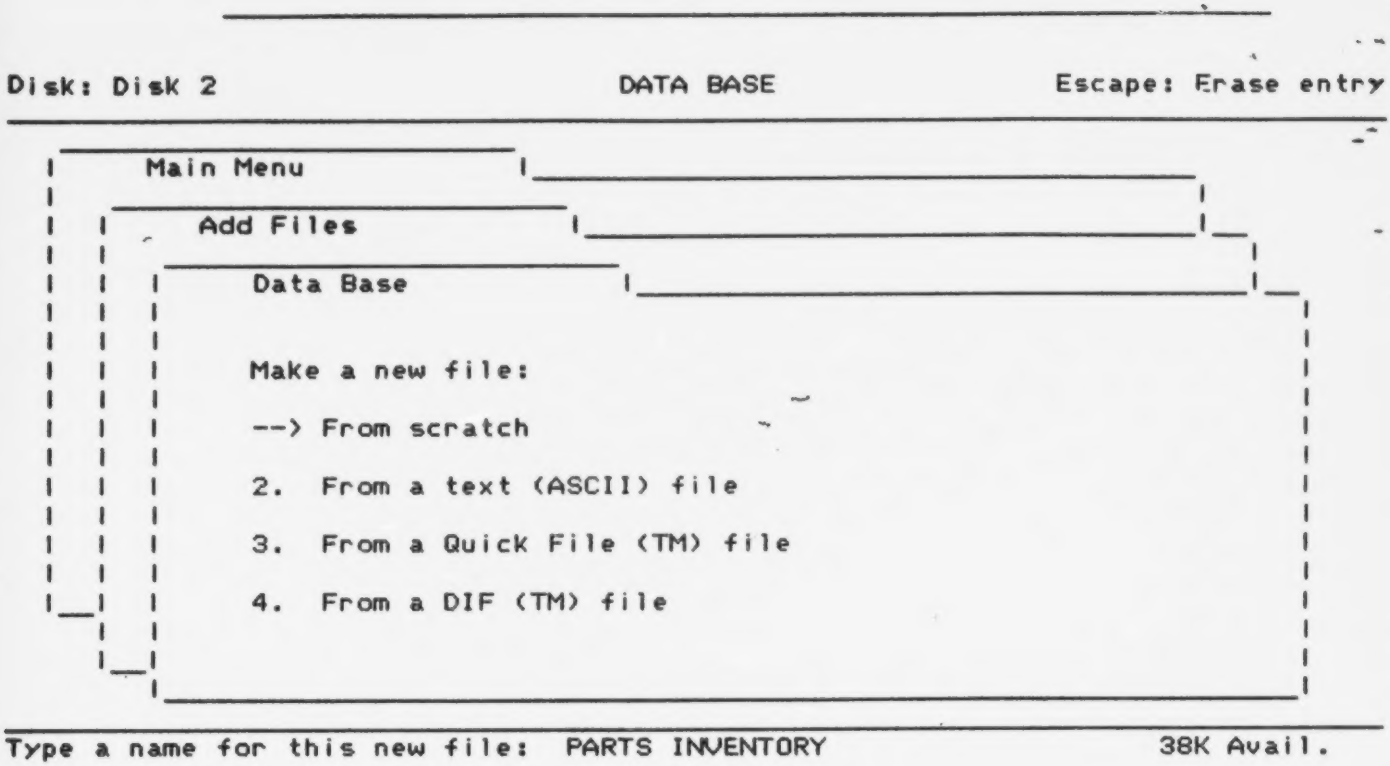

Figure 7. The Monitor Screen Showing The File Name.

b. Press the RETURN key once. The screen should look like the picture shown in Figure 8.

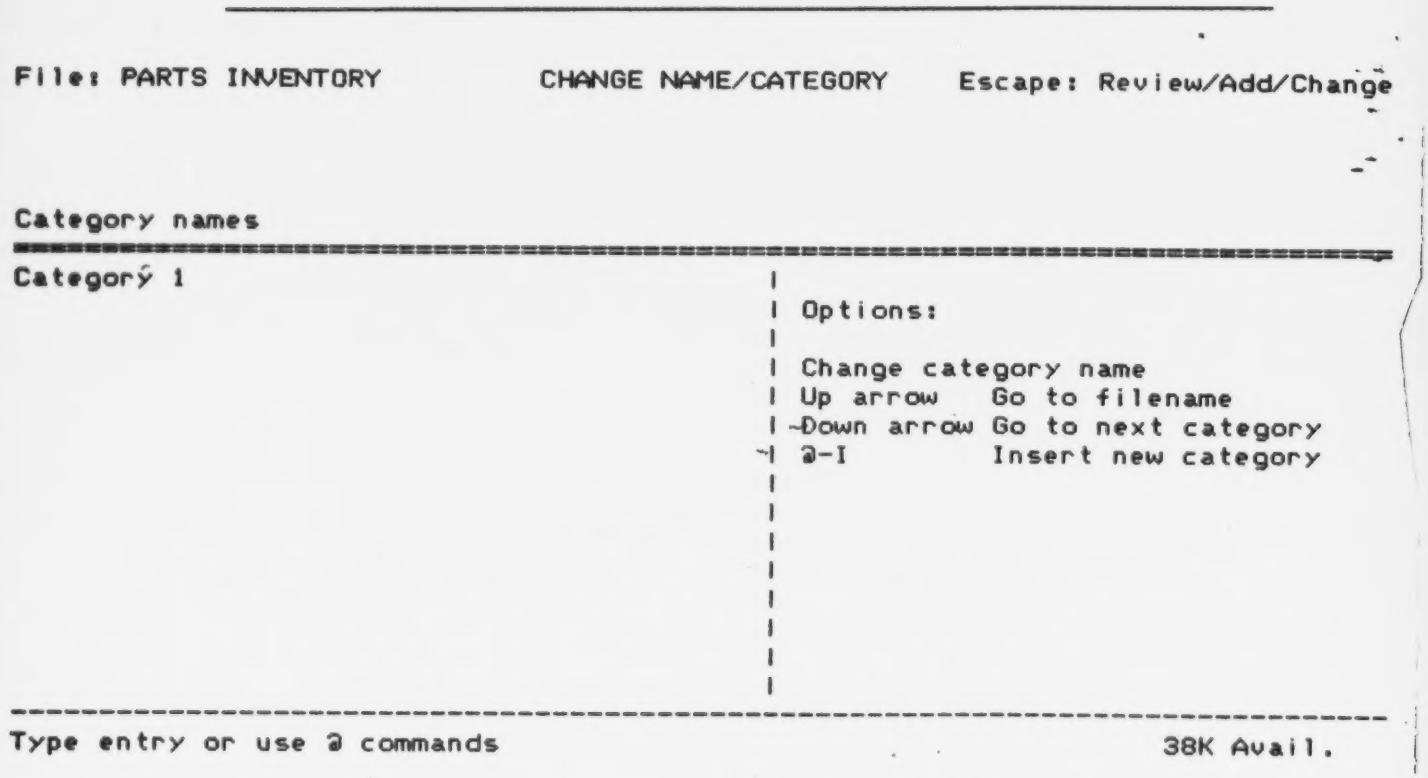

Figure 8. The Computer Screen Showing The Basic Data Base File Prior To The Insertion Of Category Names.

09. CHANGING CURSORS. Insure that you are using the blinking block cursor and not the blinking line cursor. If the monitor screen shows a blinking line cursor, press the OPEN-APPLE and "E" keys at the same time to switch to the blinking block cursor (to switch back to the blinking block cursor, press the OPEN-ARROW and "E" keys at the same time).

10. INSERTING CATEGORY NAMES. Insert the first category name. This is accomplished as follows:

a. Press the CAPS-LOCK key down so that the machine will type only capital letters.

b. Type "CAT#" (Catalog Number).

c. Press the SPACE-BAR several times to erase the remaining letters and number in the original "Category 1."

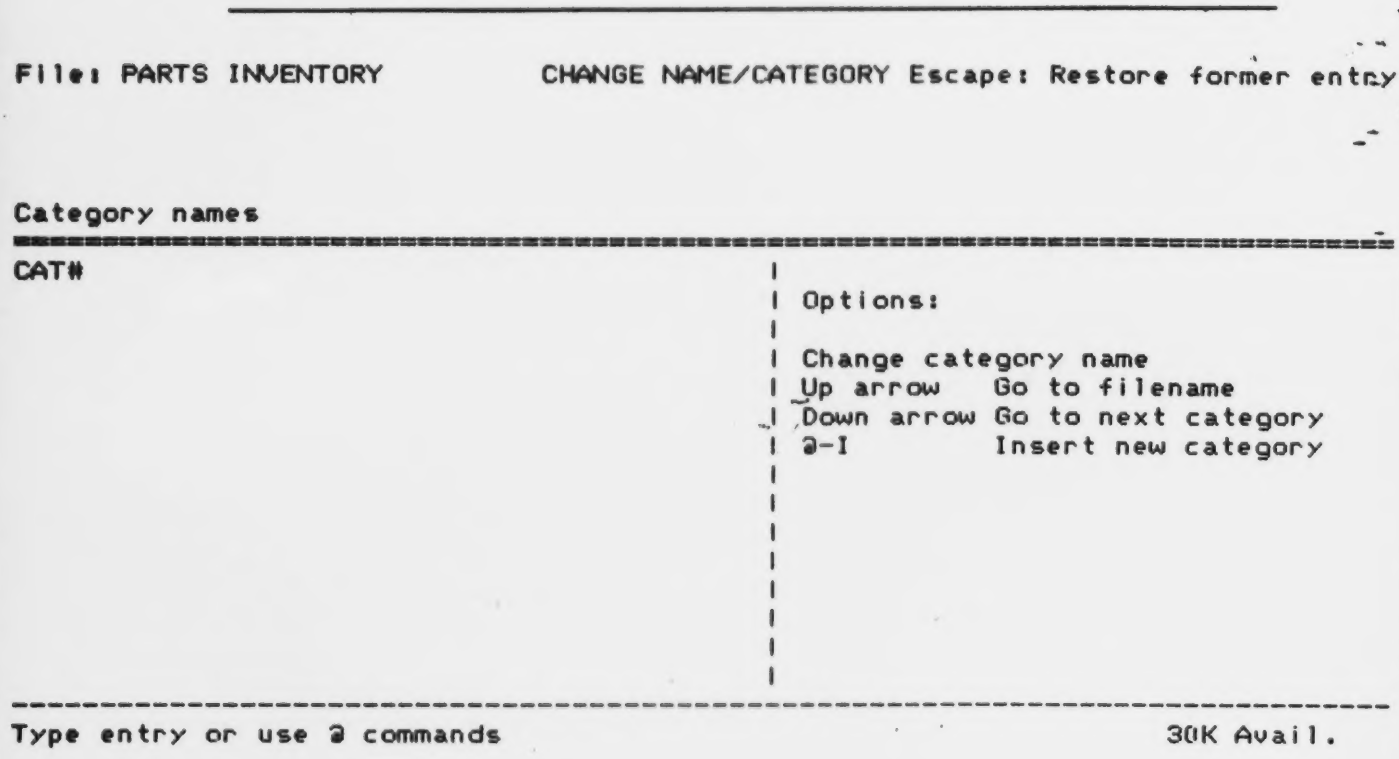

Figure 9. The Computer Screen After Typing "CAT#"

d. Press the RETURN key once. The screen should look like Figure 10.

e. Type, "NAME," and then press the RETURN key once. See Figure 11.

```
File: PARTS INVENTORY          CHANGE NAME/CATEGORY     Escape: Review/Add/Change


Category names
═══════════════════════════════════════════════════════════════════════════════
CAT#                                    |
                                        | Options:
                                        |
                                        | Type category name
                                        | Up arrow   Go to previous category
                                        |
                                        |
                                        |
                                        |
                                        |
                                        |
                                        |
                                        |
                                        |
-------------------------------------------------------------------------------
Type entry or use @ commands                                      30K Avail.
```

Figure 10. The Computer Screen After Entering The "CAT#"

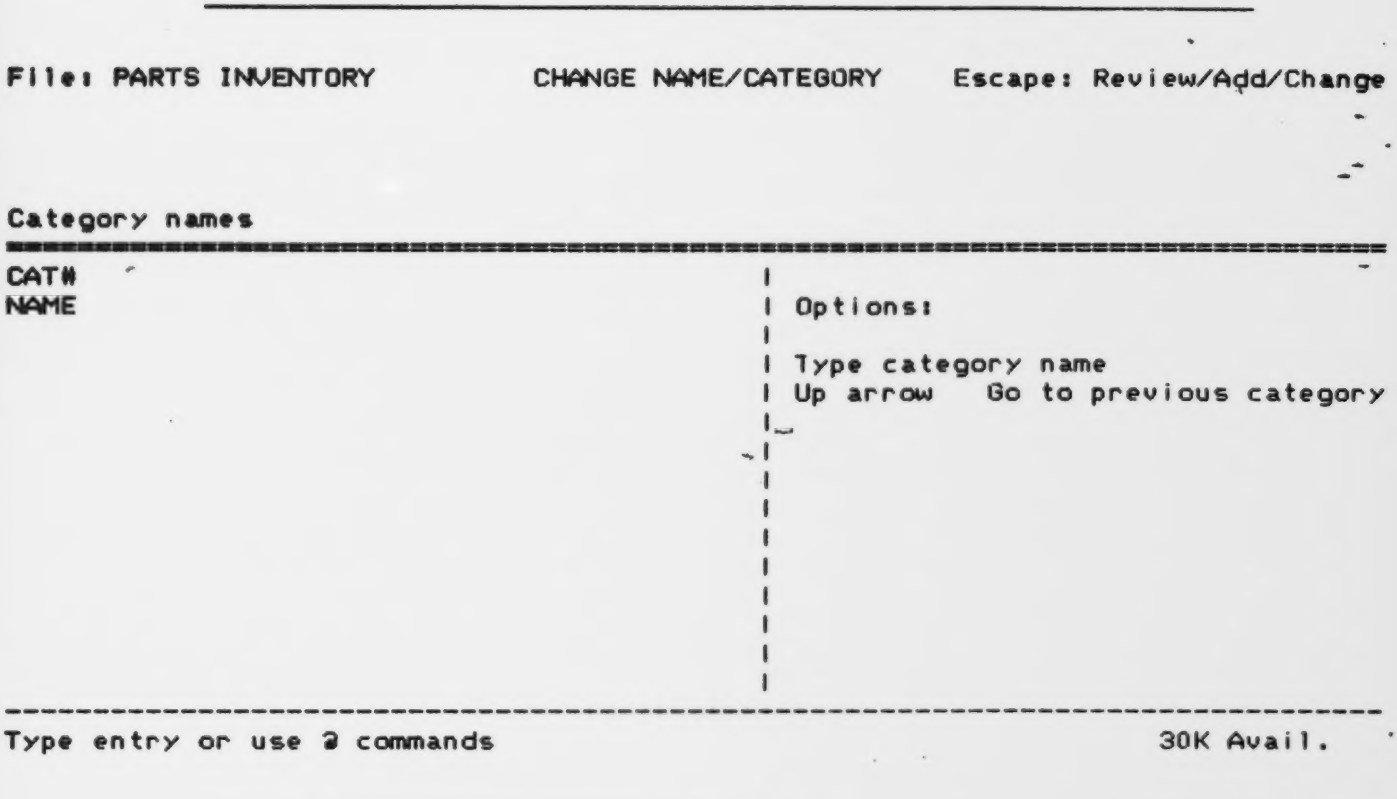

Figure 11. The Monitor Screen After Entering The "NAME" Category.

f. Insert additional categories titled "NSN, BIN, MIN QTY" and "+/- MIN QTY." Press the RETURN key once after typing each category name as was done above. The screen should look like the picture in Figure 12. At this point, the cursor is located on the line below "+/- MIN QTY."

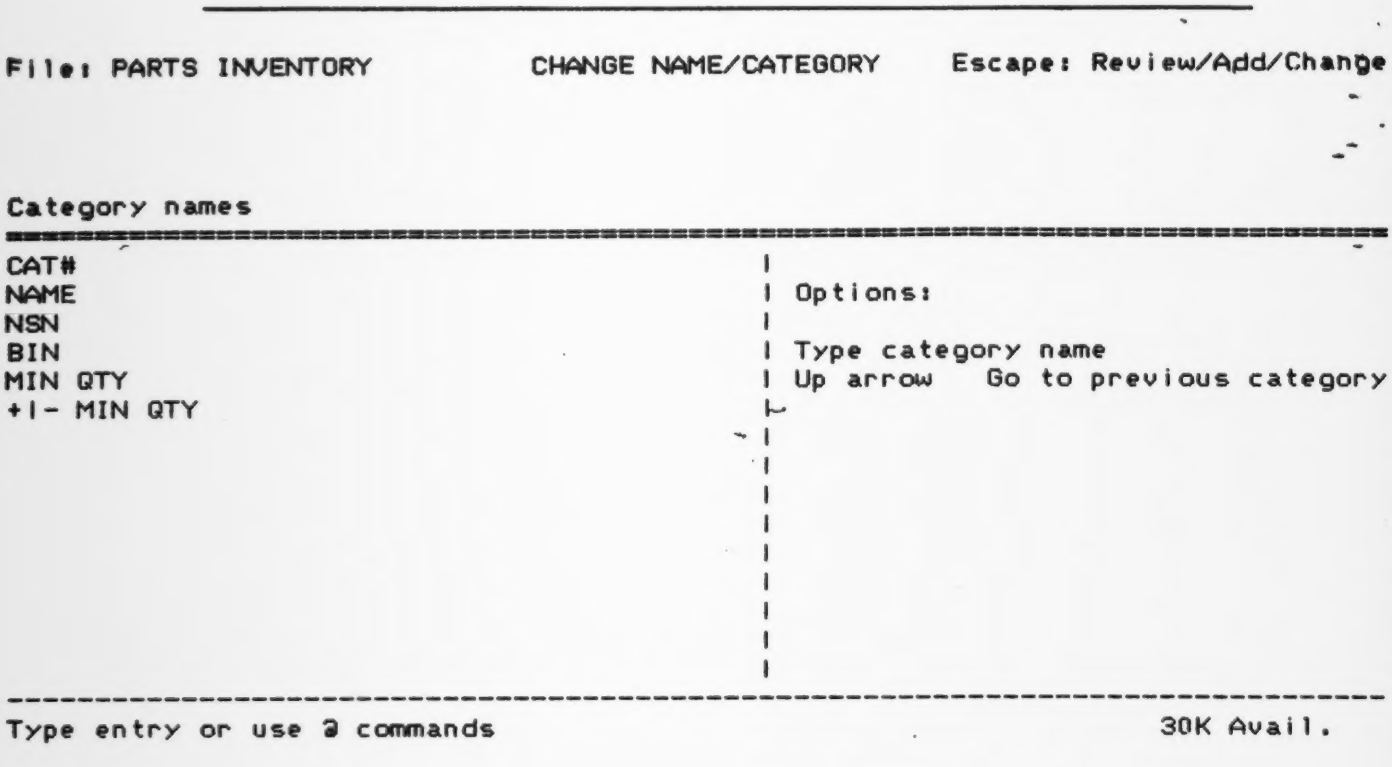

Figure 12. The Computer Screen Showing 6 Categories.

g. Press the ESC (escape) key once. The screen now looks like the picture shown in Figure 13.

File: PARTS INVENTORY REVIEW/ADD/CHANGE Escape: Main Menu

Category names

This file does not yet contain
any information. Therefore, you
will automatically go into the
Insert New Records feature.

Press Space Bar to continue 30K Avail.

Figure 13. The Computer Screen After Escaping From The "CHANGE NAME/CATEGORY" Function.

h. Press the SPACE-BAR once. The screen changes so that it appears like the screen shown in Figure 14 and the file is ready for the entry of real data.

```
File: PARTS INVENTORY          INSERT NEW RECORDS      Escape: Review/Add/Change

Record 1 of 1
================================================================================
CAT#: -
NAME: -
NSN: -
BIN: -
MIN QTY: -
+|- MIN QTY: -

--------------------------------------------------------------------------------
Type entry or use @ commands                                        30K Avail.
```

Figure 14. The Computer Screen Showing A Blank Record In The File.

11. DATA ENTRY. Insert data in the first two records. This accomplished as follows:

a. Type the information to be entered in a category.

b. Press the RETURN key once.

c. Type information in the next category and press the RETURN key once.

d. Use the UP-ARROW key after pressing the RETURN key to return to a category where a mistake has been made.

e. Complete the first record (make an entry in every category). An example of a complete record is shown in Figure 15.

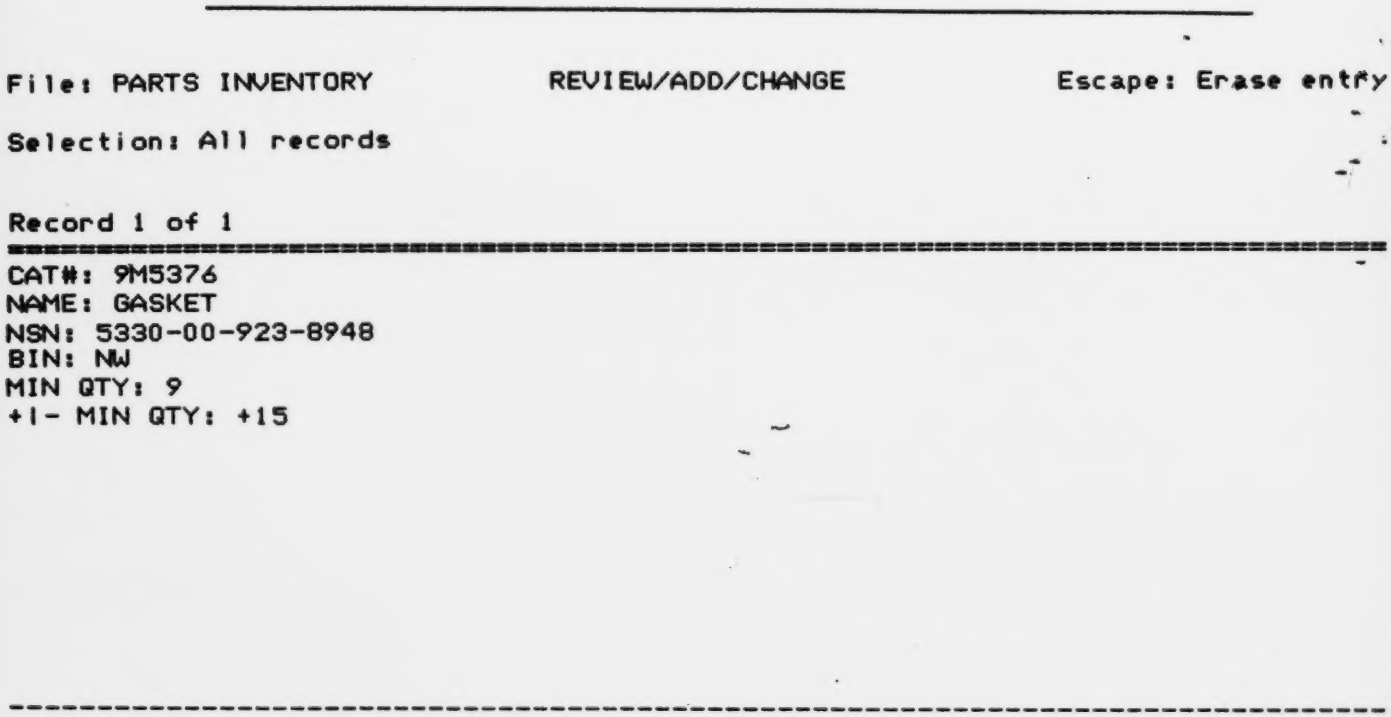

Figure 15. The Computer Screen Showing A Completed Record.

f. If the computer does not move automatically from record 1 to record 2, follow the directions on the monitor screen. See Figure 16.

```
File: PARTS INVENTORY          INSERT NEW RECORDS     Escape: Review/Add/Change

Record 2 of 2
================================================================================
CAT#: -
NAME: -
NSN: -
BIN: -
MIN QTY: -
+|- MIN QTY: -

--------------------------------------------------------------------------------
Type entry or use ? commands                                        29K Avail.
```

Figure 16. The Monitor Screen Showing A Blank Record 2

g. Complete record 2. The screen should appear similar to the example shown in Figure 17.

```
File: PARTS INVENTORY          INSERT NEW RECORDS          Escape: Erase entry

Record 2 of 2
================================================================================
CAT#: GL0364
NAME: LOCK PLATE
NSN: 2930-00-365-2152
BIN: 48A
MIN QTY: 12
+I- MIN QTY: -5

--------------------------------------------------------------------------------
Type entry or use ? commands                                        29K Avail.
```

Figure 17. An Example Of Completed Record 2.

12. COMPUTER FORMAT CHANGE. After inserting information in the first two records, press the OPEN-APPLE and the "Z" (zoom) at the same time. The screen will now appear similar to the example provided in Figure 18 (if you want to return to the original format, press the OPEN-APPLE and the "Z" again).

File: PARTS INVENTORY REVIEW/ADD/CHANGE Escape: Main Menu

Selection: All records

CAT#	NAME	NSN	BIN	MIN QTY
9M5376	GASKET	5330-00-923-894	NW	9
GL0364	LOCK PLATE	2930-00-365-215	48A	12

Type entry or use @ commands @-? for Help

Figure 18. The Monitor Screen After A Format Change.

13. LAYOUT CHANGE. Press the OPEN-APPLE and the "L" (layout) keys at the same time. This action will allow changes in the column widths and the like to be made. See Figure 19.

```
File: PARTS INVENTORY          CHANGE RECORD LAYOUT     Escape: Review/Add/Change

                  --> or <--  Move cursor
                   >  @   <   Switch category positions
                  --> @  <--  Change column width
                  @-D         Delete this category
                  @-I         Insert a previously deleted category

CAT#              NAME            NSN              BIN           MIN QTY
---------------   -------------   --------------   -----------   ---------------
9M5376            GASKET          5330-00-923-894  NW            9
GL0364            LOCK PLATE      2930-00-365-215  48A           12

                                                                  More --->
Use options shown above to change record layout                   29K Avail.
```

Figure 19. Picture Of The Change Layout Menu.

a. Alter the file to fit your desires by following the directions provided on the screen. See Figure 20.

```
File: PARTS INVENTORY          CHANGE RECORD LAYOUT     Escape: Review/Add/Change

                    --> or <--  Move cursor
                     >  @   <   Switch category positions
                    --> @  <--  Change column width
                    @-D         Delete this category
                    @-I         Insert a previously deleted category

CAT#     NAME                        NSN             BIN   MIN QTY  +I- MIN QTY  M
-------  --------------------------  --------------  ----- -------  -----------  A
9M5376   GASKET                      5330-00-923-894 NW    9        +15          R
GL0364   LOCK PLATE                 2930-00-365-215 48A   12       -5           G
                                                                                 I
                                                                                 N
Use options shown above to change record layout                    29K Avail.
```

Figure 20. Example Of An Altered Layout.

b. Press the ESC key once. The screen will appear similar to the example shown in Figure 21.

```
File: PARTS INVENTORY          CHANGE RECORD LAYOUT     Escape: Review/Add/Change

                What direction should the cursor
                go when you press Return?

                     1.  Down (standard)
                     2.  Right

CAT#     NAME                        NSN              BIN   MIN QTY  +I- MIN QTY  M
-------  --------------------------  ---------------  ----  -------  -----------  A
9M5376   GASKET                      5330-00-923-894  NW    9        +15          R
GL0364   LOCK PLATE                  2930-00-365-215  48A   12       -5           G
                                                                                  I
                                                                                  N
Type number, or use arrows, then press Return                          29K Avail.
```

Figure 21. Step One Of The Escape The "CHANGE RECORD LAYOUT" Process.

c. Press the ESC key once (a second time). The monitor screen changes to appear similar to the example in Figure 22.

File: PARTS INVENTORY REVIEW/ADD/CHANGE Escape: Main Menu

Selection: All records

CAT#	NAME	NSN	BIN	MIN QTY	+I- MIN QTY
9M5376	GASKET	5330-00-923-894	NW	9	+15
GL0364	LOCK PLATE	2930-00-365-215	48A	12	-5

Type entry or use @ commands @-? for Help

Figure 22. The Monitor Screen Showing The Inventory File.

14. FILE SAVE. Press the OPEN-APPLE and the "S" keys at the same time to save the file on a the data disk in slot or drive two.

15. ADDITIONAL DATA ENTRY.

a. Press the OPEN-APPLE and the "Z" keys at the same time to switch formats.

b. Press the RETURN key several times to move to the bottom of record 2. See Figure 23; follow the directions on the screen.

File: PARTS INVENTORY INSERT NEW RECORDS Escape: Review/Add/Change

Selection: All records

Record 2 of 2

You are now past the last record
of your file and can now start
typing new records at the end.

Do you really want to do this? No Yes

Figure 23. The Screen After Passing Record 2.

c. Press The RIGHT-ARROW key once. The screen should appear like the picture in Figure 24.

```
File: PARTS INVENTORY          INSERT NEW RECORDS      Escape: Review/Add/Change

Record 3 of 3
═══════════════════════════════════════════════════════════════════════════
CAT#: -
NAME: -
NSN: -
BIN: -
MIN QTY: -
+|- MIN QTY: -

---------------------------------------------------------------------------
Type entry or use @ commands                                      29K Avail.
```

Figure 24. Record 3.

d. Add additional records. Figure 25 is an example of the a screen might after several records have been added to the file.

File: PARTS INVENTORY REVIEW/ADD/CHANGE Escape: Main Menu

Selection: All records

CAT#	NAME	FSN	BIN	MIN	+I- MIN QTY
9M5376	GASKET	5330-00-923-8948	NW	15	-
-	RADIATOR CAPS	-	13	3	-
-	GAUGE, OIL FILLED PRESSU	-	19	-	-
-	GAUGE, OIL FILLED PRESSU	-	19	1	-
-	GOVERNER CONTROL LINKAGE	-	27	1	-
-	GASKET	5330-00-252-3665	NW	24	-
-	SEAL ASSEM, FERRULES LAR	5330-01-288-0762	4	48	-
-	BOTTON PLUG	5340-00-270-8553	34C	294	-
-	INSULATOR, STUD	5970-00-734-8919	8	8	-
-	GAUGE, PSI 0-100	6620-01-143-9112	19	1	-
-	GASKET	5330-00-479-2843	EW	-	4
-	SEAL	5330-00-333-5032	4	10	12
0L1477	LOCK TAB, FRONT ACCESSOR	BROWN SHEET	48C	20	-
0L0102	BOLT 3/8 X 1/2	BROWN SHEET	56A	53	-
0T0318	BOLT 7/16 X 1	BROWN SHEET	58E	12	-

Type entry or use ∂ commands ∂-? for Help

Figure 25. An Example File.

16. FILE SAVE. Press the OPEN-APPLE and the "S" keys at the same time to save the file.

17. RETURN TO MAIN MENU. Return to the "Main Menu" by pressing the ESC key once.